

DRAFT

At a Meeting of Pembroke Dock
Town Council held at the Pater
Hall, Pembroke Dock on
Thursday 11th October 2007

PRESENT:

Councillor R. Watts, Deputy Mayor
Councillor D. Esmond, Mrs. P. Folland,
Mrs. C. Fortune, Mrs. P. George, P. Gwyther,
K. Higgs, D. Jones, T. McMahon,
W. Rees, and Mrs. V. Roach.

IN ATTENDANCE:

Ian Jones, Town Clerk
Sue Lowen, Committee Clerk

81. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors E. Hissey, S. Perkins and P. Weatherall.

82. QUESTION AND ANSWER SESSION WITH MEMBERS OF THE PUBLIC

There were no questions from members of the public.

83. MINUTES

PROPOSED by Councillor Mrs. P. Folland
SECONDED by Councillor D. Esmond

RESOLVED –

That the Minutes of the last meeting of the Town Council held on 20th September be adopted as circulated subject to the following amendment to **Minute 107: Attendance at Town Council Meetings and Attendance of Members who are appointed to various outside bodies.**

Councillors Mrs. P. Folland and E. Hissey had asked for it to be noted that their absences from Town Council Meetings had been due to sick leave.

84. MATTERS ARISING FROM THE MINUTES

(a) Minute 75(f) – Champion of Champion Fireworks Competition – September 28/29th 2007

The Town Clerk reported that the Fireworks Display had attracted a considerable number of people into the town and it had been very well received.

(b) **Minute 76(110) – Pembroke Childminding Group**

The Town Clerk advised that he had written to Pembrokeshire County Council regarding the problems they had raised but so far had not received a reply.

85. TOWN CLERK'S REPORT

116. Application To Have An Amenity Area Declared A Town Or Village Green.

Members were reminded of the proposals to have an area between Military Road and Stranraer Road declared a Town Green.

On the evening of 27th September the Town Clerk met with members of the Pennar and Bufferland Community Association and went through a number of the questionnaires which had been completed by potential witnesses at any public enquiry. He hoped that all the questionnaires would be completed by 8 October and the appropriate application made to the County Council once he had made a statutory declaration about the evidence to be presented.

Members at a previous meeting had asked that the Town Clerk make some enquiries about membership of the Open Spaces Society who had provided him with useful information about how to proceed with this current application. The subscription rates were as follows:-

Parish / Town / Community Council – Enrolment £10, Subscription £30 Total £40.

The Town Clerk advised that if the Town Council were to pay by Direct Debit then the enrolment fee would be waived. Subscription to such a body would enable the Town Council to keep up to date with legislation on this subject.

In answer to an enquiry from the Town Clerk to the County Council he informed members that there were no areas within Pembroke Dock which had been declared a Town Green. Details of recognised open spaces were included on the JUDP Map but there was a belief that some of the areas marked on that map might need to be considered as being registered as Town Greens. The Town Clerk had arranged for the relevant JUDP Map to be placed on the RHS of the Chamber for members to inspect.

Members' instructions on the question of membership of the Open Spaces Society and the designation of Town Greens within Pembroke Dock were requested.

Following discussion, it was

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. P. Folland

RESOLVED –
That the Town Council should apply for membership of the Open Spaces Society on an annual basis.

Councillor K. Higgs suggested that the Councillors of Wards of the Town Council need to identify all areas within Pembroke Dock which could be considered as Town Greens.

Councillor D. Jones suggested that the South Eastern corner of Barrack Hill could be considered, and Councillor Mrs. P. George suggested the area of land at the top of Queen Street could be considered as potential Town Greens.

Members would consider the matter and bring back to the next meeting details of those areas which should be considered for Registration. The Town Clerk would also clarify the position regarding maintenance of such areas once they had been so designated.

117. Membership Of Outside Bodies.

The Town Clerk attached at Appendix A a list of the current membership for the 2007 / 8 year. He asked members to review this list to see if it was up to date as well as deciding if they wished to continue to serve as the Town Council representative given his comments in the last meeting that there were some bodies where members had yet to attend a meeting. The Town Council would also need to make a decision as to who should serve on the Pater Hall Community Trust. The Town Council had the right to nominate 5 members.

Councillor D. Jones asked for it to be noted that he had resigned from the Pembroke Dock Museum Trust, which was no longer a 'Trust'. It was also noted that Mrs. J. Rees was no longer a member of the Pater Hall Community Trust.

Following a discussion regarding a recent report that the press had made about this item, Councillor W. Rees expressed his anger and stated that he believed it was quite wrong to make a judgement of the effectiveness of a councillor purely on the basis of attendance at Town Council meetings. He believed that statistics of attendance of all meetings of bodies which have Town Council representation should be obtained.

It was

PROPOSED by Councillor W Rees
SECONDED by Councillor K. Higgs

RESOLVED –

That the Town Clerk should write to all bodies with membership of Town Councillors asking them for their dates of meetings and attendance records of Town Councillors over the past 12 months.

118. Welsh Language Act 1993.

Members were reminded that shortly after the Town Clerk came into office the Town Council prepared a Welsh Language Scheme which had been approved by the Welsh Language Board, however, it was necessary to translate the scheme into Welsh. The Town Clerk had postponed a translation given the costs of arranging for a translation of some 9 pages of script and also because we were not required to prepare such a scheme.

The Town Clerk had since received a letter from the Welsh Language Board informing him that they required Town and Community Councils throughout Wales to prepare a

scheme and arrange for its translation by 3 December 2007. The Town Clerk had been informed that the cost of an official translation would be around £25 for 250 words. He had been in discussion with the person who had agreed to prepare any letters in Welsh etc and translate letters etc for the Town Council for free and he had informed the Town Clerk that he was prepared to assist the Town Council in the task. Since obtaining that information the Town Clerk had been informed that Pembrokeshire Association of Local Councils (PALC) and Pembrokeshire County Council had written to the Welsh Language Board to complain about the shortness of timescale and to question whether such a scheme should be made mandatory given the low incidence of the use of Welsh in some communities / towns.

The Town Clerk asked Members if they wished him to prepare the previous document in Welsh.

Councillor R. Watts advised that PALC were negotiating with the Welsh Language Board regarding the time period required for translation.

Members expressed their concern regarding the cost of translation in relation to the amount it would be used, but agreed that if this was mandatory then it would have to be carried out.

The Town Clerk agreed to arrange for the translation of the Welsh Language Scheme document.

119. Planning Appeal – land to the rear of 9, Milton Terrace, Pembroke Dock. Planning Application 06/1482/pa.

The Town Clerk attached at appendix B a copy of the decision of the County Council on this matter. He presumed that members wished the County Council's decision to be supported by the Town Council. He understood that the appeal would be dealt with on the basis of written submissions.

Members agreed that the County Council's decision should be supported.

120. Planning Applications

07/0770/PA	Mr. and Mrs. Keegan 34 Gerrard Road Harrow, Middlesex.	Land adjacent to 74 Stranraer Road, Pembroke Dock - Erection of one dwelling
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PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. V. Roach

RESOLVED –

That the Town Council were of the opinion that this application should not be supported. They believed that the proposed development was still cramped into an insufficient space. They believed that the observations of the Planning Officer in turning down the application 07/0310PA had not been adequately addressed. In addition the proposed plan was not in keeping with existing properties in the area.

07/0783/PA The Estate of E A Jones Garden to the rear of
c/o Philip R Morgan 4 Tremeyrick Street
East Jordeston Pembroke Dock -
St. Florence **Erection of one dwelling**

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor D. Esmond

RESOLVED –

That the Town Council do not support this application. The proposed development deprives the owner of 4, Tremeyrick Street the opportunity of providing off street parking. The Town Council believe this is overdevelopment of the site with the existing and adjoining property being overlooked by the new dwelling. There would be consequential loss of privacy for the existing and adjoining property. The proposed development is not in keeping with other properties in this conservation area.

07/0788/PA Celtic Homes Plot 4, Sycamore Woods
West Furzton Farm Bufferland,
Maidenwells Pembroke Dock –
Pembroke **Erection of one dwelling**

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor Mrs. V. Roach

RESOLVED –

That the Town Council recommend that the application be supported. It appears that all the reserved matters have been addressed by the new application. This is an application to re-organise the existing internal rooms of the dwelling and to provide a separate garage within the site.

121. Planning Decisions

07/0602/PA Installation of mezzanine floor, air conditioning and internal shop fit works, Unit 3, Pembrokeshire Retail Park, London Road, Pembroke Dock.- **Approved**

Consent to Display an Advertisement

07/0605/AD Erection of a sign – Unit 3, Pembrokeshire Retail Park, London Road, Pembroke Dock – **Approved**

86. SUPPLEMENTARY REPORT OF THE TOWN CLERK

122. Fire And Rescue Authorities – Performance Measurement Framework And Performance Indicators – Consultation.

The Town Clerk advised that he had received a letter from the Welsh Assembly Government concerning the above topic. Detailed proposals were given at Appendix C which he suggested should be considered as part of the special meeting being held on Thursday 25th October when two other Assembly Government Consultation Papers would be discussed as well as our first examination of the budget requirements for 2008/9 year including zero budgeting, to which members agreed.

123. Pembrokeshire Association Of Local Councils.

The Town Clerk advised that the Annual General Meeting of the Association would take place on Saturday 10th November 2007 at the Picton Centre in Haverfordwest. The Town Council was requested to appoint two voting delegates to the AGM together with making any nominations to the County Executive Committee.

Councillor R. Watts agreed to continue his membership of PALC. No other nominations were made by Town Councillors.

124. Request From The British Heart Foundation.

The Town Clerk had received a letter from the British Heart Foundation requesting that the town Christmas tree which would be placed in Lower Meyrick Street could be used for fundraising purposes by the organisation. The scheme as described by the organisation was as follows:-

“We would like to work with you to support those who find this time of year difficult by offering and promoting a heart shaped tree decoration. On which a simple and personal message can be written and then hung upon the tree. We would suggest a gift of £5, or whatever an individual can afford, be made for one of the hearts. We will organise all the administration and the mechanics of identifying and contacting potential supporters together with the sale and return of the hearts. We would then ask a nominated local volunteer to work with you to add the hearts to the tree – likely to be when the tree is first illuminated. These would then be removed after 12th night.”

Members agreed to participate in the British Heart Foundation’s scheme of using the town’s Christmas Tree for their heart shaped tree decorations.

125. Town Of Newport, Pembs, Civic Service 2007.

The Town Clerk advised that the above service would take place on Sunday 28th October 2007 at 1100hrs at St. Mary’s Church, Newport. Unfortunately neither the Mayor or Deputy Mayor were able to attend. The invitation was therefore extended to other Councillors to attend as the Town Council representative.

No Town Councillors were able to attend and the Town Clerk agreed to inform the Town Clerk of Newport accordingly.

**126. Pembroke Dock Fairtrade And Green Fair – Thursday 18th October
1300 To 1830hrs.**

The Town Clerk advised that the above event was to be held at St. John's Community Hall on the above date. The Mayor would open the event at 1330hrs and members were cordially invited to attend as well. Items on display would be :-

Environmental, Fairtrade and Ethical awareness raising stands
Fairtrade produce and products
West African Artist display
Fairtrade and locally sources catering
Community Artist Workshop
African Drum Taster Workshop

This information was provided for members' use.

127. Refurbishment Of The Chieftain Tank.

The Town Clerk advised members that the likely cost of refurbishment would be in the region of £8,000 to £10,000. He was awaiting the final tenders before a formal decision was made. In the meanwhile the tank remained fenced off from members of the public.

Councillor Higgs asked if sponsorship could be sought from the Martello Quays Development towards these costs. The Town Clerk advised that there would be a 106 agreement. Councillor Higgs suggested that this should not stop the Town Council seeking sponsorship for refurbishment, for example from Chevron. Councillor Watts added that some thought should be given to where the Tank should be repositioned when it is moved from its current position by the Martello Quays Development. A suggestion was put forward that it be placed on the Roundabout at Waterloo.

Councillor W. Rees left the Chamber at 1930hrs.

128. Footpath From Treowen Road To Bufferland Terrace, Pembroke Dock.

The Town Clerk reminded Members of the above problem which had been initially highlighted before he became Clerk to the Council. In July 2006 he wrote to Pembrokeshire County Council to enquire about the state of negotiations with the developer as well as bringing to the Council's attention the fact that the "new pathway" was in a dangerous state. This was followed up again by the Town Clerk on 15 December 2006. He received a reply stating that the developer would be contacted and he would be advised of progress. On 8th February he again e mailed the County Council asking for an update when he was told that the officer would contact the developer by telephone. The Town Clerk further chased up the matter on 23 July 2007 when he received no reply to his e mail. Similarly a telephone call on 14 August 2007

which was handled by the Contact Centre also produced no response until 28th August when the Town Clerk was advised that the officer dealing with the matter had left the services of the County Council. The letter read “ I understand you telephoned recently enquiring about the progress with resolving the issues related to this path.

Unfortunately, the member of staff dealing with this issue has left the employment of the County Council. A process is in place to recruit a successor but there may be a further delay in resolving the issue. My apologies for this.” In response to this letter the Town Clerk wrote the following:- “ Thank you for your letter dated 28th August 2007. Given the matter is now over 12 months old perhaps you will indicate what action has been taken by your section since my initial letter. Are you satisfied that the matter has / is receiving the attention it deserves? I look forward to receiving your response within the time scales for dealing with routine correspondence.” Having received no response to that letter the Town Clerk decided to invoke the formal complaints procedure and wrote to Mr David Thomas the Head of Marketing and Communications on 27th September 2007 (Appendix D and E). He then received a reply from the County Council by e mail (because of the postal dispute and the response was shown at Appendix F together with his e mailed response). The letter from Mr Thomas asked him to set out the basis of his complaint. His view is that the basis of the complaint was quite clear ineffective action in dealing with his correspondence and a general failure to meet the County Council’s standard of responses to enquiries or complaints.

Members’ views on these issues were requested so that he could determine the way forward. Of course there remained the possibility of taking the matter further to the Public Services Ombudsman if the reply from the County Council was considered to be inadequate.

Councillor Mrs. C. Fortune said that she had been involved with this issue for a considerable length of time. She believed that the Town Clerk should follow up both issues, i.e. the issue of the footpath itself, and the complaints procedure with regard to the reply received from Pembrokeshire County Council.

129. Planning Applications

07/0844/PA	Atlantic Properties and Estates Ltd 38 Neuadd Road Gwaun-Cae-Gurwen, Ammanford	6 Front Street, Pembroke Dock, SA72 6JX - Conversion of existing house into 2 No. flats.
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PROPOSED by Councillor K. Higgs
SECONDED by Councillor Mrs. V. Roach

RESOLVED –

That the Town Council do not support this application. They believe that the proposal is not in keeping with existing properties in the area and that no off street parking had been provided.

130. Approval Of Reserved Matters

07/0421/PA	(Re 06/0011/PA) - Erection of one dwelling – Land rear of 7 and 8 Chapel Road and adjacent Beach Road, Llanreath, Pembroke Dock – APPROVED
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131. Conservation Area Consent

07/0020/CA Demolition of existing buildings and boundary treatments in order to facilitate the Martello Quays marina and mixed use waterfront regeneration project – Martello Quays, Adj. to Front Street and Western Way, Pembroke Dock – **CONSENT GIVEN**

87. REPORT OF THE FINANCIAL OFFICER

14. Payment of Accounts

The following accounts were submitted for approval of payment:

89 I Jones – Postage	£60.00
90 Completely PC – Computer Mouse	£4.99
91 SWALEC – Electricity – Albion Square Lamp	£21.51
92 B. Lavender – Organist’s Fee – Civic Service	£25.00
93 Pater Hall Community Trust – Hire of Main Hall (Twinning)	£59.99
94 The Consortium – Stationery and Cleaning Materials	£67.40
95 Tiger Lily’s – Flowers – Civic Function	£69.00
96 Cape Hire and Sales – Fencing around Tank	£105.00
97 Petty Cash	£150.00
98 Moonlight Blue ICT Project – Technical Support, etc.	£382.50
99 Pembroke Dock Website Committee	£400.00
100 BDO Stoy Hayward LLP – Audit Fee	£646.25

The Town Clerk asked for Members to note that the amount for item number 96 should have read £105.75, and that Account No. 89 had been paid out of meeting.

PROPOSED by Councillor D. Esmond
SECONDED by Councillor K. Higgs

RESOLVED –
That the Town Council approve Account Nos:
89-100 for payment.

15. Accounts paid via Internet

Members were advised that authority had been given for a direct debit to be made monthly to Smartstamp in respect of postage.

With increasing use being made of internet banking, more payments were now being made in this way. For the information of Members and record purposes, the Financial Officer appended details of such payments since the commencement of using this facility in May 2007.

16. Audit of Accounts

The audit of accounts for the year ended 31st March, 2007 had been completed and the Financial Officer was pleased to report that as far as the accounts were concerned, no matters arose which required attention.

A copy of a report from the Auditors regarding the Council's Risk Assessment was attached. The Financial Officer advised that during the current financial year, the Risk Assessment was approved by Council on 31st May 2007, Minute 29(37).

A copy of the Annual Return was attached for approval and acceptance by Council

PROPOSED by Councillor D. Esmond
SECONDED by Councillor K. Higgs

RESOLVED –
That the Town Council approve and accept the Annual Return.

88. REPORTS FROM TOWN COUNCIL REPRESENTATIVES SERVING ON OUTSIDE BODIES

- (a) Councillor R. Watts advised members on the work of the Dr. Jones' Charity, which supports people aged from 16-25 with their educational needs, e.g. by purchasing books or equipment, or help with lodgings. The Charity also supports those children who have become estranged from their parents, by helping them with clothing by way of vouchers for a particular shop. Up to £200 could be awarded to individual applicants.

Councillor P. Gwyther asked if details of the Dr. Jones' Charity should be included on the website as he did not think that many people were aware of its existence and aims.

- (b) Councillor Mrs. P. Folland reported that she had been very busy attending meetings as Governor of Pennar Community School and St. Mary's School.
- (c) Councillor Mrs. P. George advised that she had attended a Governors meeting that afternoon of Pembroke Dock Community School which was running very efficiently.

89. ANY OTHER BUSINESS

- (a) Councillor D. Jones reported that the fencing of the green area between Queen Street and King Street required painting. The fencing around the Chieftain Tank was also being scaled by youths and he wondered if razor wire was now required.
- (b) Councillor P. Gwyther asked if a letter of congratulations could be sent to the organiser at St. Patrick's Church (John Warley) with regard to the recent exhibition of photographs. Having looked at photos which showed the unveiling of the

plaque at the opening of the Memorial Park, he suggested that the Town Council should start to think of ways of celebrating the 200th anniversary of the town.

- (c) Councillor K. Higgs advised that there was no pedestrian crossing place in Bush Street from Bethel to the Bush Hotel, which he said was a very densely populated area with nowhere for anyone to cross safely. He said that a Traffic Review was being carried out and he would like to know if there were any plans to put a crossing there, i.e. a crossing from St. John's to Bush Hotel.
- (d) Councillor Mrs. P.Folland reported that the pavements in Bush Street were very dirty and did not look as if they had been swept for some time. She had noted that the pavements in Pembroke were very clean.

Councillor R. Watts advised that PDEAT were trying to address this matter.

90. PRIVATE AND CONFIDENTIAL

PROPOSED by Councillor Mrs. C. Fortune
SECONDED by Councillor D. Esmond

RESOLVED –

That the public and press be excluded from the Meeting under the Public Bodies (Admission to Meetings) Act, 1960.

The meeting ended at 2000hrs

Mayor